

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 36-2030

13 NOVEMBER 2013



Personnel

**ORIGINAL APPOINTMENT OF AIR FORCE
OFFICERS**

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This instruction establishes procedures for accession nomination sources, Air Force component nomination sources, and Headquarters Air Force for seeking original appointment of commissioned officers in Reserve of the Air Force (ResAF) and Regular Air Force (RegAF). This publication implements DoDI 1310.02, *Appointing Commissioned Officers*; DoDI 1304.26, *Qualification Standards for Enlistment, Appointment, and Induction*; and Air Force Policy Directive 36-20, *Accession of Air Force Military Personnel*. This instruction standardizes existing procedures and processes for nominating individuals for Regular and Reserve original appointment. This instruction provides guidance on completing an original appointment nomination for the RegAF and ResAF. It applies to individuals at all levels, including the Air Force Reserve (AFR) and Air National Guard (ANG), except where noted otherwise. In collaboration with the Chief of Air Force Reserve (HQ USAF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (HQ USAF/A1) develops personnel policy for original appointments of Air Force officers. This Air Force Instruction (AFI) may be supplemented at any level; all MAJCOM level supplements must be approved by the Human Resource Management Strategic Board (HSB) prior to certification and approval. Supplements must be routed to the Office of Primary Responsibility (OPR) listed above for coordination. This publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility (OPR) listed above for coordination. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. Requests for waivers must be submitted to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance

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1. Background. The President of the United States (POTUS) exercises appointment authority for all Air Force officers.

1.1. The commissioning of every Air Force officer is predicated on an approved original appointment for the specific grade in which the nominee is accessed. To ensure only qualified applicants are nominated for original appointment, the Air Force implements a set of procedures to effectively and efficiently identify and review nominees. Nominees are evaluated against statutory, Air Force, component, and appointment source specific eligibility criteria during the accession process. To ensure nominees selected for appointment are approved in a timely manner, each component consolidates nominees into formatted nomination packages and processes them through an approval chain that includes Headquarters Air Force (HAF), DepSecDef, SecDef, White House, and Senate.

Table 1.1. Component Coordination Level

| Type Appointment | Rank | Memo From | Memo to | Approval |
|------------------|--|--------------------------------------|-----------------------------|--|
| Regular | major, lieutenant colonel, and colonel | Assistant Secretary of the Air Force | Deputy Secretary of Defense | POTUS & Senate for advice and consent |
| Reserve | colonel | Manpower & Reserve Affairs (SAF/MR) | Deputy Secretary of Defense | POTUS & Senate for advice and consent |
| Regular | captain and below | Affairs (SAF/MR) | Secretary of Defense | Secretary of Defense Executive Order 13384 |
| Reserve | lieutenant colonel and below | | Secretary of Defense | Secretary of Defense Executive Order 13358 |

1.2. Washington Headquarters Services (WHS) is responsible for accepting original appointment nomination packages from the Office of the Assistant Secretary of the Air Force Manpower & Reserve Affairs (SAF/MR) and staffing them to the appropriate signatories (e.g., DepSecDef, SecDef, POTUS, and Senate). WHS is also responsible for tracking nomination packages through the Department of Defense, SecDef/DepSecDef, White House, and Senate. WHS notifies Services of nominees who receive final approval from SecDef.

2. Roles and Responsibilities.

2.1. **Office of the Assistant Secretary of the Air Force Manpower & Reserve Affairs (SAF/MR).** SAF/MR submits nominations for Air Force original appointments to SecDef/DepSecDef by signing the action memorandum.

2.2. **Headquarters Air Force Judge Advocate, Administrative Law (AF/JA).** AF/JA reviews nomination packages for legal sufficiency and performs final adjudication of outstanding legal questions regarding specific nominees.

2.3. **Headquarters Air Force Deputy Chief of Staff, Manpower Personnel and Services (AF/A1).** AF/A1 develops Air Force policy, establishes guidance and procedures to implement Department of Defense (DoD), statutory and regulatory original appointment requirements.

2.3.1. AF/A1PT Training/Education Requirements Division. AF/A1PT establishes standardized procedures to process original appointment packages from nomination to appointment across the Total Force. As the office of primary responsibility (OPR) for each component's nomination packages, AF/A1PT performs the final package review, coordinates transmission across AF/JA, SAF/MR, and WHS, and disseminates information regarding nominee approvals to the originating component nomination source for original appointment scrolling.

2.4. **Component Nomination Sources.** Component nomination sources are Air Force Personnel Center (AFPC), National Guard Bureau (NGB), Manpower, Personnel & Services (NGB/A1), and Air Reserve Personnel Center (ARPC) for the RegAF, ANG, and AFR respectively. These organizations are responsible for establishing original appointment nomination requirements, policies, procedures, guides, and checklists for their component's appointment sources and ensuring compliance with statutory, regulatory, and HAF requirements. Additionally, they confirm that only nominees who have a proper appointment will be accessed into the Air Force.

2.4.1. AFPC/DPS. Ensures nominees are eligible for appointment to the RegAF, produces nomination packages, obtains AFPC/CD coordination, forwards packages to AF/A1PT via SharePoint, and disseminates nomination approvals to the appropriate appointment sources.

2.4.2. NGB/A1. Prepares nomination packages, obtains NGB/CF coordination, and forwards packages to AF/A1PT via SharePoint. NGB issues Permanent Federal Recognition to the approved nominees and communicates recognition to the appropriate ANG State HQ.

2.4.3. ARPC DU/DPAR. Ensures nominees are eligible for appointment to the ResAF, produces nomination packages, obtains ARPC/CC coordination, forwards packages to AF/A1PT via SharePoint and disseminates nomination approvals to the appropriate appointment sources.

2.5. **Appointment Sources.** Appointment sources submit nominees for original appointment to the component nomination sources and communicate the need to remove a nominee from consideration to the appropriate component nomination source. Appointment

sources employ criteria consisting of Air Force-wide component and appointment specific requirements to determine qualified nominees and grade. See Table A2.1 Appointment Sources at Attachment 2.

3. Appointment Process.

3.1. Appointment Sources.

3.1.1. Identify officer candidates and collect source documentation on individual candidates to determine eligibility.

3.1.2. Review authoritative personnel data to evaluate qualification for appointment and grade, and verify the candidate's background information against the source documentation.

3.1.3. Complete prescribed appointment nomination documents for viable candidates who are deemed qualified for appointment. The appointment source completes a candidate checklist to document the verification of the candidate's eligibility for appointment. Appointment sources will determine the grade using criteria from AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories - Reserve of the Air Force and United States Air Force*. Grade calculation errors are the responsibility of the appointment source and will reflect in the appointment sources error rate. See para 3.2.7 for additional information.

3.1.4. Submit candidates for appointment to the appropriate component nomination source. Use proposed rank of the candidate to determine the number of days before the target appointment date that the candidate is submitted for component nomination source review and approval. Captain and below in the RegAF and lieutenant colonel and below for ResAF are submitted to the component nomination source 60 to 240 days prior to the targeted appointment date. Major, lieutenant colonel, and colonel in the RegAF and colonel in the ResAF must be submitted to the component nomination source 100 to 240 days prior to the targeted appointment date.

3.1.5. Pursue expedited appointment procedures when targeted appointment date is less than that prescribed in 3.1.4. Expedited nominations may be requested by appointment sources; however, appointment source must provide justification to the component nomination source. Written request for expedited processing must justify the expedited processing to include the impact if the nomination is not approved by the targeted appointment date, and preventative measures taken to prevent similar requests.

3.1.6. RegAF will use proceed (travel) date as the effective appointment date. The Reserve will use the commissioning date as the effective appointment date.

3.2. Component Nomination Sources.

3.2.1. Receive list of nominees, signed nominee checklist, and expedited processing requests from appointment sources.

3.2.2. Validate that only viable nominees are listed and notify the appropriate appointment source of any identified errors.

3.2.3. Ensure nominee's proposed grade is determined using criteria from AFI 36-2005 prior to appointment.

3.2.4. Utilize Judge Advocate office at the component nomination source when individual nominees require a legal review.

3.2.5. Convert lists of nominees into nomination packages and submit packages. Use proposed rank of the candidate to determine the number of days before the target appointment date that the candidate is submitted review and approval: Captain and below in the RegAF and lieutenant colonel and below for ResAF are submitted to the component nomination source 40 to 240 days prior to the targeted appointment date. Major, lieutenant colonel, and colonel in the RegAF and colonel in the ResAF are submitted to the component nomination source 90 to 240 days prior to the targeted appointment date. If the targeted appointment date is less than stated above, the component nomination source must justify the need for expedited processing and cause for the short notice in the AF Form 1768, *Staff Summary Sheet* (SSS). The nomination source notifies AF/A1PT that a package requiring expedited processing is in SharePoint.

3.2.5.1. Nomination packages must contain the following items and be submitted in SharePoint.

3.2.5.1.1. An AF Form 1768, *Staff Summary Sheet* (SSS), will document, via electronic signature, the coordination of the nomination package at the component nomination source. The SSS should state that all nominees are eligible for appointment and justify expedited processing if required (See para 3.1.4.1.). Sample SSS is available in the templates folder in SharePoint. (https://cs.eis.af.mil/afdbt/app_scrolling/Lists/Templates/DispForm.asp)

3.2.5.1.2. A completed nomination list using the template provided by AF/A1PT. Sample is available in the templates folder in SharePoint.

3.2.5.1.3. Completed grade data verification sheets to support nominees entering at the lieutenant colonel or colonel.

3.2.6. Receive component nomination source coordination (see Table 3.2 for component coordination levels).

3.2.6.1. The leadership of each component nomination source may delegate their coordination at their discretion.

Table 3.1. Component Coordination Level

| Item | Component | Coordination |
|------|-----------|--------------|
| 1 | RegAF | AFPC/CD |
| 2 | ANG | NGB/CF |
| 3 | AFR | ARPC/CC |

3.2.7. Contingent upon further process automation, component nomination source will become responsible for collecting and reporting metrics quarterly to AF/A1PT. The component nomination source will collect metrics regarding the number of minor and major errors identified in each list of nominees provided by the appointment sources (Accession source Error Rate) and per appointment source on the number of nominees submitted and the number of nominees appointed (Appointment Rate).

3.2.8. Use the Senate website (THOMAS) to verify consent for nominees requiring Senate confirmation. THOMAS is located at <http://thomas.loc.gov/home/nomis.html>.

4. Nomination Package Requirements.

4.1. General Requirements.

4.1.1. A nomination is valid up to 2 years if the nominee maintains intent to enter the Air Force using their initial Appointment Source.

4.1.1.1. The component nomination source leadership (see Table 3.2) may grant exceptions to para 4.1.1. at their discretion.

4.1.2. A nomination package should not be submitted earlier than 8 months before the targeted appointment date.

4.2. Memorandum Requirements. The memorandum transmits to the SecDef or DepSecDef the approval of the Assistant Secretary of the Air Force of nominees for original appointment.

4.3. Nomination List Requirements. The nomination list includes an appointment/nomination statement and a list of nominees with the last 4 digits of their SSN organized by grade.

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoDI 1304.26, *Qualification Standards for Enlistment, Appointment, and Induction*, September 20, 2011

DoDI 1310.02, *Appointing Commissioned Officers*, September 20, 2011

AFI 36-2004, *Interservice Transfer of Officers to the United States Air Force and the United States Air Force Reserve*, July 17, 2003

AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories -- Reserve of the Air Force and United States Air Force*, May 19, 2003

AFI 36-2008, *Voluntary Extended Active Duty (EAD) for the Air Reserve Commissioned Officers*, November 5, 2002

AFI 36-2013, *Officer Training School (OTS) and Airman Commissioning Programs*, October 23, 2008

AFI 51-101, *Judge Advocate Accession Program*, October 12, 2000

AFMAN 33-363, *Management of Records*, 1 March 2008

ANGI 36-2005, *Appointment of Officers in the Air National Guard of the United States and as Reserves of the Air Force*, March 15, 2005

Prescribed Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1768, *Staff Summary Sheet (SSS)*

Adopted Forms

None

Applicant— A person who applies for or requests a commission in the Air Force, Air Force Reserve or the Air National Guard and requires the submittal of additional information before meeting the requirements to become a Candidate.

Candidate — An applicant that has completed the initial application process, meets the initial selection criteria for commissioning, and requires additional processing before meeting the criteria established to become a viable candidate.

Company Grade Officers (CGOs) — Officers in the rank of lieutenant and captain.

Correspondence Analysis Branch (CAB) — As a part of the Correspondence Management Division, Executive Services Directorate (ESD) of WHS, the CAB is responsible for accurate and expeditious processing of all unclassified correspondence addressed to or intended for the Secretary of Defense. The Branch is also responsible for ensuring accurate and expeditious processing of all unclassified correspondence from the Secretary of Defense, the Deputy Secretary of Defense, and the DOD Executive Secretary addressed to or intended for other Executive branches, including the President and White House staff.

Direct Commission — An officer who is entering the Air Force having not just attended the USAFA, a college ROTC program, or officer candidate training.

E.O. 13384 — *Assignment of Functions Relating to Original Appointments as Commissioned Officers and Chief Warrant Officer Appointments in the Armed Forces*: The POTUS delegates the authority to appoint Company Grade Officers (CGOs) for Regular Appointment to the SecDef.

E.O. 13358 — *Assignment of Functions Relating to Certain Appointments, Promotions, and Commissions in the Armed Forces*: The POTUS delegates the authority to appoint Field Grade Officers (FGOs) at the grade of lieutenant colonel or below for Reserve Appointment to the SecDef.

Field Grade Officers (FGOs) — Officers in the rank of major, lieutenant colonel, and colonel.

Nominee — A viable candidate submitted for appointment as a commissioned officer in the Air Force, Air Force Reserve, or the Air National Guard and has not been commissioned.

Nomination Package — A nomination package represents a collection of required documents submitted for coordination to AF/AIPT, AF/JA, and SAF/MR for SecDef or POTUS and Senate approval. The package includes a SSS, Action Memorandum, Nomination List, and Senate Text File.

Nomination List — A formatted document, which includes a statement of appointment/nomination, the names, and last four digits of the social security numbers (SSNs) of nominees for Regular or Reserve appointment.

Original Appointment — An individual's Regular or Reserve appointment to an officer grade, which is neither a promotion nor demotion.

Officer and Enlisted Personnel Management (OEPM) — Organizationally within Military Personnel Policy (MPP), OEPM is responsible for policy and program management for separations, military awards and decorations, assignments, military education, leave, force management, promotions, and joint staff officer management.

THOMAS — The Library of Congress web site (<http://thomas.loc.gov>) for federal legislative information to include nomination.

Total Force — The Regular Air Force, Air National Guard, and Air Force Reserve.

Viable Candidate — A candidate having a reasonable expectation of meeting the accession requirements of AFI 36-2005 and is committed to entering the Air Force. **NOTE:** Candidate should have completed the application process to a level that sufficiently enables the appointment source to ensure they have met the statutory requirements for appointment to the grade being requested.

Attachment 2

APPOINTMENT SOURCES

A2.1. Appointment Sources. Provides information regarding each appointment source. The table lists the nomination source and the nomination source's OPR for identifying and communicating lists of nominees to the component source. The table provides the specific appointment type/driver aligned to each nomination source, the commissioning status, and the component the nominee would enter based on their commission status. It references the relevant Policies that govern the eligibility requirements for a nominee to receive appointment. Additional information on each nomination source may be found in the Original Appointment Process Guide maintained by each component source.

Table A2.1. Appointment Sources

| Rule | Nomination Source | Appointment Driver by Program | Type of Commission | Component Entering | Policy |
|------|--|---|---------------------|---------------------|---|
| 1 | Reserve Officer Training Corps (ROTC); OPR - ROTC | Graduation Airman Education & Commissioning Program (AECF) Nurse Education Commissioning Program (NECP) | Reserve, Regular | RegAF, AFR, and ANG | AFI 36-2005; AFI 36-2013, <i>Officer Training School</i> |
| | | | | | |
| 2 | United States Air Force Academy (USAFA); OPR - USAFA | Graduation | Reserve, Regular | RegAF, AFR | AFI 36-2005 |
| | | | | | |
| 3 | Officer Training School (OTS); OPR - AFRS/RSO; NGB/A1 (for AMS) | Graduation from Basic Officer Training (BOT) | Reserve, Regular | RegAF, AFR | AFI 36-2013 AFI 36-2005 |
| | | Graduation from Academy of Military Science (AMS) | Reserve | ANG | |
| | | | | | |

| Rule | Nomination Source | Appointment Driver by Program | Type of Commission | Component Entering | Policy |
|------|---|---|--|--------------------|---|
| 4 | Direct Commission, Medical; OPR - AFPC/DPA | Entry into Uniformed Services University of the Health Sciences (USUHS) | Regular | RegAF | AFI 41-110, <i>Medical Health Care Professions Scholarship Programs</i> ; AFI 36-2005 |
| | | Graduation from USUHS | Regular | | |
| | Direct Commission, Medical; OPR - AFPC/DPA; AFRS Health Professions; AFRC Health Professions Recruiters | Entry into Health Profession Scholarship Program (HPSP) | Regular (grad); Reserve (entry and grad) | RegAF | |
| | | Graduation from HPSP | | | |
| | | | | | |
| 5 | Direct Enlisted Commission, Medical; OPR - AFPC/DPA | Selection and approval | Reserve, Regular | RegAF | AFI 36-2005 |
| | | | | | |
| 6 | Direct Commission Law; OPR - HQ USAF/JAX | Graduation from Graduate Law Program (GLP) -- (Graduate ROTC) | Reserve, Regular | RegAF, AFR | AFI 51-101, <i>Judge Advocate Accession Program</i> |
| | | Graduation from One-Year College Program (OYCP) (Graduate ROTC) | Reserve, Regular | RegAF, AFR | |

| Rule | Nomination Source | Appointment Driver by Program | Type of Commission | Component Entering | Policy |
|------|---|---|--------------------|--------------------|--|
| | | Graduation from ROTC Educational Delay (Graduate ROTC) | | | |
| 7 | Direct Commission, Theology; OPR - AFRS/RSO | Entry into Chaplain program - Reserve Ecclesiastical endorsement Chaplains - TF - Experienced chaplain - TF | Reserve, Regular | RegAF, AFR | AFRS 36-2001, <i>Recruiting Procedures for the Air Force</i> |
| 8 | Direct Commission Recall Programs; OPR - AFPC/DPS | Selection for Active Duty service | Regular | RegAF | AFI 36-2008, <i>Voluntary Extended Active Duty (EAD) for Air Reserve Commissioned Officers</i> |
| 9 | Direct Commission Inter-Service Transfers; OPR - AFPC/DPS; ARPC/DPA | Selection and approval | Regular | RegAF | AFI 36-2004, <i>Inter-service Transfer of Officers to the USAF & USAFR</i> |
| 10 | Resigning Regulars; PALACE CHASE/ | Military Service Obligation Receipt of Separation Pay | Reserve | AFR ANG | 36-3205, <i>Applying for the Palace Chase and Palace Front Programs</i> ; 36-3207, |

| Rule | Nomination Source | Appointment Driver by Program | Type of Commission | Component Entering | Policy |
|------|--|---|--------------------|--------------------|---|
| | FRONT; OPR - ARPC/DPA | Selection and approval | | | <i>Separating Commissioned Officers</i> |
| | | | | | |
| 11 | Direct Commission; Enlisted Commission; OPR - ARPC | Selection and approval | Reserve | AFR | AFI 36-2005 |
| | | Graduation from OTS | | | |
| | | Graduation from Deserving Airman Commissioning Program (DACP) | Reserve | AFR | AFI 36-2005 |
| | | | | | |
| 12 | Direct Commission, ANG; OPR - State/ Territory HQ | Request for Appointment by individual States/Territories | Reserve | ANG | AFI 36-2005 |